

**City of Sunnyvale
Program Performance Budget**

Program 743 - Budget Management

Program Outcome Statement

Ensure that the City has a sound fiscal plan to meet current and future service demands that is in accordance with adopted City policies.

<u>Program Outcome Measures</u>	<u>Weight</u>	<u>FY2002/2003 Adopted</u>	<u>FY2003/2004 Recommended</u>
* The City receives the annual Distinguished Budget Award from the Government Finance Officer's Association by achieving a rating of "proficient" in the four rating areas (policy documents, financial plan, operations guide, communications device). - Proficient Ratings	4	4.00	4.00
* The Resource Allocation Plan is submitted to City Council by the City Manager's established due date. - Days Past Due Date	5	0.00	0.00
* An internal customer satisfaction rating of 85% is achieved. - Rating	4	85.00%	85.00%
* The Budget/Cost Ratio (planned cost divided by actual cost) is at 1.0. - Ratio	5	1.00	1.00

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Notes

The Government Finance Officer's Association is the professional association of state/provincial and local finance officers in the United States and Canada, and has served the public finance profession since 1906. The Distinguished Budget Award recognizes budget documents of the highest quality that meet the needs of decision-makers and citizens.

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Service Delivery Plan 74301 - Budget and Long-Range Financial Plan

Prepare a budget and long-range financial projections for the City that meets current and future service demands.

<u>Service Delivery Plan Measures</u>	<u>FY2002/2003 Adopted</u>	<u>FY2003/2004 Recommended</u>
* Actual revenues fall within 10% of projections, as estimated in May, for the top six General Fund revenue sources. - Percent	10.00%	10.00%
* The City receives the annual Distinguished Budget Award from the Government Finance Officer's Association and achieves a rating of "proficient" in the financial plan rating area. - Proficient Ratings	1.00	1.00
* The Resource Allocation Plan is submitted to City Council by the City Manager's established due date. - Days Past Due Date	0.00	0.00

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	<u>Costs</u>	<u>Products</u>	<u>Work Hours</u>	<u>Product Costs</u>
Activity 743000 - Develop Revenue Projections				
Product: An Estimated Revenue Source				
FY 2002/2003 Adopted	\$51,739.36	375.00	705.00	\$137.97
FY 2003/2004 Recommended	\$54,124.80	375.00	705.00	\$144.33
Activity 743001 - Develop Fee Schedule				
Product: A Fee Schedule				
FY 2002/2003 Adopted	\$11,427.05	1.00	220.00	\$11,427.05
FY 2003/2004 Recommended	\$12,036.42	1.00	220.00	\$12,036.42
Activity 743002 - Develop Operating Program Budgets				
Product: An Operating Program Budget Approved				
FY 2002/2003 Adopted	\$0.00	0.00	0.00	\$0.00
FY 2003/2004 Recommended	\$157,597.66	70.00	2,630.00	\$2,251.40
Activity 743003 - Develop Projects Budget				
Product: A Project Budget Submitted				
FY 2002/2003 Adopted	\$150,201.64	200.00	2,630.00	\$751.01
FY 2003/2004 Recommended	\$0.00	0.00	0.00	\$0.00
Activity 743004 - Develop Rental Rate Budgets				
Product: A Rental Rate Budget Approved				
FY 2002/2003 Adopted	\$15,298.62	8.00	230.00	\$1,912.33
FY 2003/2004 Recommended	\$16,009.16	8.00	230.00	\$2,001.15
Activity 743005 - Develop Additive Rate Budgets				
Product: An Additive Rate Budget Approved				
FY 2002/2003 Adopted	\$15,298.62	5.00	230.00	\$3,059.72
FY 2003/2004 Recommended	\$16,009.16	5.00	230.00	\$3,201.83

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	<u>Costs</u>	<u>Products</u>	<u>Work Hours</u>	<u>Product Costs</u>
Activity 743006 - Develop Long-Range Financial Plans				
Product: A Financial Plan Approved				
FY 2002/2003 Adopted	\$29,412.63	52.00	440.00	\$565.63
FY 2003/2004 Recommended	\$30,778.22	52.00	440.00	\$591.89
Activity 743007 - Prepare Budget Transmittal Letter				
Product: A Budget Transmittal Letter				
FY 2002/2003 Adopted	\$21,925.81	1.00	260.00	\$21,925.81
FY 2003/2004 Recommended	\$22,927.29	1.00	260.00	\$22,927.29
Activity 743008 - Develop Budget Schedules & Other Documents				
Product: A Schedule/Document				
FY 2002/2003 Adopted	\$13,856.89	8.00	200.00	\$1,732.11
FY 2003/2004 Recommended	\$14,498.45	8.00	200.00	\$1,812.31
Totals for Service Delivery Plan 74301:	<u>Costs</u>		<u>Work Hours</u>	
FY 2002/2003 Adopted	\$309,160.62		4,915.00	
FY 2003/2004 Recommended	\$323,981.16		4,915.00	

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Service Delivery Plan 74302 - On-Going Budget Analysis

Provide budgetary analysis to the City Manager and program managers as requested.

<u>Service Delivery Plan Measures</u>	<u>FY2002/2003 Adopted</u>	<u>FY2003/2004 Recommended</u>
* 85% of customers are satisfied with the timeliness and quality of budget analyses received. - Percent	85.00%	85.00%
* Year-end report submitted to City Council within 120 days after end of fiscal year. - Number	120.00	120.00

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	<u>Costs</u>	<u>Products</u>	<u>Work Hours</u>	<u>Product Costs</u>
Activity 743009 - Analyze & Process Budget Modifications				
Product: A Budget Modification				
FY 2002/2003 Adopted	\$17,924.94	40.00	280.00	\$448.12
FY 2003/2004 Recommended	\$18,760.05	40.00	280.00	\$469.00
Activity 743010 - Analyze & Process Position Allocation Requests				
Product: A Position Allocation Analysis				
FY 2002/2003 Adopted	\$23,297.41	45.00	380.00	\$517.72
FY 2003/2004 Recommended	\$24,554.17	45.00	380.00	\$545.65
Activity 743011 - Prepare Monthly/Year-End Reports				
Product: A Report				
FY 2002/2003 Adopted	\$4,738.37	4.00	80.00	\$1,184.59
FY 2003/2004 Recommended	\$4,960.54	4.00	80.00	\$1,240.14
Activity 743012 - Provide General Budgetary Analysis				
Product: A Work Hour				
FY 2002/2003 Adopted	\$30,722.00	510.00	510.00	\$60.24
FY 2003/2004 Recommended	\$32,411.80	510.00	510.00	\$63.55
Totals for Service Delivery Plan 74302:	<u>Costs</u>		<u>Work Hours</u>	
FY 2002/2003 Adopted	\$76,682.72		1,250.00	
FY 2003/2004 Recommended	\$80,686.56		1,250.00	

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Service Delivery Plan 74303 - Communicate City's Budgetary Position to Stakeholders

Inform and educate stakeholders on the City's budgetary position and budget process.

<u>Service Delivery Plan Measures</u>	<u>FY2002/2003 Adopted</u>	<u>FY2003/2004 Recommended</u>
* Customer Survey indicates that 70% of stakeholders who read budget materials or attended budget related Council meetings found them helpful in gaining a better understanding of the City's financial status. - Percent	70.00%	70.00%
* The City receives the annual Distinguished Budget Award from the Government Finance Officer's Association and achieves a rating of "proficient" in three rating areas (policy document, operations guide, and communications device). - Proficient Ratings	3.00	3.00
* 80% of budget trainees felt the training session met their needs. - Percent	80.00%	80.00%

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	<u>Costs</u>	<u>Products</u>	<u>Work Hours</u>	<u>Product Costs</u>
Activity 743013 - Prepare & Conduct Council Budget Workshop				
Product: A Council Budget Workshop Conducted				
FY 2002/2003 Adopted	\$17,704.74	1.00	280.00	\$17,704.74
FY 2003/2004 Recommended	\$18,597.41	1.00	280.00	\$18,597.41
Activity 743014 - Prepare Budget Document				
Product: A Budget Document Assembled				
FY 2002/2003 Adopted	\$59,332.73	2.00	645.00	\$29,666.37
FY 2003/2004 Recommended	\$61,521.16	2.00	645.00	\$30,760.58
Activity 743015 - Prepare Supplemental Budget Communication Materials				
Product: A Supplemental Budget Document				
FY 2002/2003 Adopted	\$12,912.16	7.00	200.00	\$1,844.59
FY 2003/2004 Recommended	\$13,642.34	7.00	200.00	\$1,948.91
Activity 743016 - Provide Budget Training				
Product: A Training Session				
FY 2002/2003 Adopted	\$12,517.06	4.00	180.00	\$3,129.27
FY 2003/2004 Recommended	\$13,079.56	4.00	180.00	\$3,269.89
Totals for Service Delivery Plan 74303:	<u>Costs</u>		<u>Work Hours</u>	
FY 2002/2003 Adopted	\$102,466.69		1,305.00	
FY 2003/2004 Recommended	\$106,840.47		1,305.00	

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Service Delivery Plan 74304 - Provide Management and Administrative Services

Provide management and administrative services in support of program activities.

<u>Service Delivery Plan Measures</u>	<u>FY2002/2003 Adopted</u>	<u>FY2003/2004 Recommended</u>
* 80% of non-routines are completed within initial plan. - Percent	80.00%	80.00%
* Employees attend a minimum of one 8-hour training session per year as identified in employee's work plan. - Training Sessions Attended	4.00	4.00

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	<u>Costs</u>	<u>Products</u>	<u>Work Hours</u>	<u>Product Costs</u>
Activity 743017 - Administration				
Product: A Work Hour				
FY 2002/2003 Adopted	\$51,315.80	700.00	700.00	\$73.31
FY 2003/2004 Recommended	\$53,822.37	700.00	700.00	\$76.89
Activity 743018 - Develop and Maintain Budget System				
Product: A System Maintained				
FY 2002/2003 Adopted	\$30,189.61	2.00	500.00	\$15,094.81
FY 2003/2004 Recommended	\$31,937.93	2.00	500.00	\$15,968.97
Activity 743021 - Special Projects				
Product: A Work Hour				
FY 2002/2003 Adopted	\$19,853.73	320.00	320.00	\$62.04
FY 2003/2004 Recommended	\$20,915.06	320.00	320.00	\$65.36
Activity 743022 - Training				
Product: A Training Session				
FY 2002/2003 Adopted	\$13,062.82	4.00	160.00	\$3,265.71
FY 2003/2004 Recommended	\$13,624.83	4.00	160.00	\$3,406.21
Totals for Service Delivery Plan 74304:	<u>Costs</u>		<u>Work Hours</u>	
FY 2002/2003 Adopted	\$114,421.96		1,680.00	
FY 2003/2004 Recommended	\$120,300.19		1,680.00	

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	<u>Costs</u>	<u>Products</u>	<u>Work Hours</u>	<u>Product Costs</u>
Totals for Program 743:				
FY 2002/2003 Adopted	\$602,731.99		9,150.00	
FY 2003/2004 Recommended	\$631,808.38		9,150.00	